

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER:	HR-0148	ISSUE DATE:	June 26, 2015
TITLE:	Secretarial Assistant 3 (Non-Stenographic)	CLOSING DATE:	July 10, 2015
DIVISION / UNIT:	Commissioner's Office	SALARY RANGE:	A15: \$39,457.23 - \$55,413.51
LOCATION:	101 South Broad Street Trenton, NJ		
POSITIONS:	1	DISTRIBUTION:	DEPARTMENT

DESCRIPTION OF MAJOR DUTIES: Serves as Secretarial Assistant 3 (Non-Stenographic) to the Chief of Staff within the Office of the Commissioner. Duties include typing, filing, answering telephones and directing calls, sorts and routes incoming mail, coordination of calendar and scheduling; does related duties as required.

REQUIREMENTS:

EXPERIENCE: Three (3) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0148
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to:

resume1@dca.state.nj.us

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer